



APPLICATION FOR LANDLORD REGISTRATION

Under the Antisocial Behaviour etc (Scotland) Act 2004

You can use this form to apply for registration or renew an expired registration as a landlord or landlord's agent with Renfrewshire Council.

All owners of let properties must register, and declare anyone who acts for them in relation to their letting.

Payment must be made at the time of application. A note of the fees payable can be found in the application notes. The fees will be calculated, based on the information you provide. Renfrewshire Council can help you to calculate how much you need to pay.

You can register if you do not own any property, to show that you are 'fit and proper' to act as an agent, or before you invest in property for let.

Apply online at landlordregistrationscotland.gov.uk. You can use the online application system to register in several local authorities in one application, and this will reduce the total fee that you will have to pay.

Your contact address will be publicly available via www.landlordregistrationscotland.gov.uk or by contacting the local authority.

The completed form, including your cheque or postal order marked payable to Renfrewshire Council should be returned to:

Renfrewshire Council
Licensing Section
Finance & Resources
1st Floor, North Wing
Cotton Street
Paisley
PA1 1TT

Phone: 0300 300 0300

e-mail: privatelandlord.licensing.cs@renfrewshire.gov.uk

Question 1 - about your application

Are you renewing an existing registration?

Yes No

If yes, please provide your registration number

Which of the following describes you?

I'm applying as an individual. (Go to question 2a)

I'm applying on behalf of an organisation. (Go to question 2b)

Question 2a – your details (only complete if an individual)

Personal details

First Name(s)

Last name

Other names by which you may be known (optional)

Date of birth for example 03 09 1980

Day Month Year

Email address

So that we can send you reminder when your registration is due for renewal.

Mobile or landline number

In case we need to contact you

Question 2 – About your organisation (only complete if an organisation)

Organisation details

Organisation name

Your position in organisation

Company registration number (if applicable) Charity number (if applicable)

Question 3

Your address history

Please provide your address history for the last 5 years with no gaps or overlaps, starting with the most recent. (Please confirm the dates you resided at these properties). If the applicant is an organisation please provide business address. If you have more than one, copy this page and fill in one per address.

Question 4 - convictions and judgements

We need to know about any relevant spent or unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are "protected" convictions, or any court or tribunal judgements for:

Please tell us if you have any relevant convictions for:

- fraud/dishonesty
- violence
- drugs
- discrimination
- housing law
- firearms
- sexual offences

Also tell us about any court judgements or tribunal decisions against you relating to:

- housing law
- landlord or tenant law
- discrimination legislation
- repairing standard enforcement orders (RSEOs)
- This information will be used by the local authority to assess your application

See note 3 for more details

Yes

No (go to question 5)

Date of sentence or tribunal judgement	The court or tribunal where your case was heard	Description	Sentence or decision

Question 5 - ASBOs

Antisocial behaviour orders (ASBOs)

Yes

No (go to question 6)

Date	Court	Local authority (optional)	Was it you, your tenant or their visitor who was served with the order?

Question 6 – ASBNs

Antisocial behaviour notices (ASBNs)

Have you, or your tenants ever been served with an ASBN?

Yes

No (go to question 7)

Question 7 – licences, registrations and accreditations

Part a - Do you hold any licences, registrations or accreditations?

Yes

No (*go to part b*)

Don't include HMO licences, we'll ask about those separately.

Awarding body	Description or number

Part b - Have you ever had a registration, licence or accreditation related to letting a house in the UK refused or revoked?

Yes

No (*go to question 8*)

Date refused or revoked	Refused or revoked by (organisation name)

Question 8 – about your rental properties

Please use this section to enter details of each of your properties, including postcodes. If you require, please provide details on a separate sheet and attach to this form.

Is this property a house in multiple occupation (HMO)? It is a HMO if:

- at least 3 people live there, and
- the people who live there are not members of the same family, or of one or other of 2 families, and
- they share a kitchen, bathroom or toilet.

Yes

No

If yes, please give the HMO licence number

If you think your property is a HMO and you don't have a licence, contact Renfrewshire Council.

Does any property have a repairing standards enforcement order (RSEO) on it?

Yes

No

Does an agent manage this property on your behalf?

Yes

No (go to question 10)

An agent may be:

- a commercial agency
- a letting agency
- a property management agency
- an estate agency
- a charity
- someone who manages the property on your behalf
- A representative of an organisation, for example a factor, a trust or a company

Has your agent already applied or registered on the Scottish Letting Agent Register

If yes, what is their registration or application number?

If no, fill in their name and address, and ask them to apply

You will need to pay a fee for your agent (see Note 8)

Please choose the address you wish to show on the public register?

Your contact address

Your agent's address

A different address

If a different address, please give details

Question 11 – property owners

Does anyone else own this property with you?

If you have several joint owners, copy this page and fill in one per owner

Yes No

All joint owners must be registered. Your application can't be approved until all joint owners have been approved.

If yes, has this person already applied or registered with Renfrewshire Council?

Yes No

If yes, what is their registration or application number?

If no, fill their name and address, and ask them to apply

All joint owners must make a separate application.

Do you have any registrations with other local authorities?

Yes No

Which ones?

Do you have or plan to have any applications with other local authorities?

Yes No

Which ones?

I declare that I comply with all legal requirements relating to my letting of houses. Full information on requirements for landlords can be found at <https://www.mygov.scot/renting-your-property-out/>. If in doubt about legal requirements you should consult a solicitor or professional letting agent.

I declare that the information given in this form is correct to the best of my knowledge.

I agree that Renfrewshire Council may share the information provided in this form, and other relevant information it holds about me, with other local authorities in Scotland to which I have applied for registration, to help those other authorities determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004.

A local authority may use information it holds about you to determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. In addition, local authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. They may also share and seek relevant information with the Police Scotland and, if appropriate, other relevant authorities. Information is shared in terms of the Antisocial Behaviour etc. (Scotland) Act 2004 in terms of s 139.

Signed

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Date

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**Print
name**

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Important

Anyone who gives false information on this form, or fails to give information required by this form, is committing an offence which could lead to prosecution.

The Council will notify you of the outcome of your application. You must inform the Council of any changes to the details entered on this form at any time while your application is being processed and during the period of registration. Registration lasts for 3 years from the date an application is approved.

Please note that it is a legal requirement to keep your registration details up to date. You can do this online at www.landlordregistrationscotland.gov.uk, or by emailing privatelandlord.licensing.cs@renfrewshire.gov.uk or by calling Renfrewshire Council on 0300 300 0300.

Your application is not valid until payment has been received by Renfrewshire Council. If you let property without making payment, you will be committing a criminal offence. Renfrewshire Council will contact you to arrange payment.

Payment

Please see Note 1 for guidance on how much you will be charged for this application. You can pay your application fees in the following ways:

By cheque or postal order

You can send a cheque or postal order with your completed application form. Please make cheques payable to Renfrewshire Council, and write your name, address and landlord registration number if you have one, on the back of any cheque payments.

If someone else is paying on your behalf, please ask them to write down who they are paying on behalf of, or provide details of the registration numbers if known.

This allows us to identify the purchaser for each landlord and link the payment directly to the correct landlord.

Application forms must be sent with full payment to:

Renfrewshire Council
Licensing Section
Finance & Resources
1st Floor, South Wing
Cotton Street
Paisley PA1 1TT

What happens next

The local authority will notify you of the outcome of your application.

You must inform the local authority of any changes to the details entered on this form at any time while your application is being processed and during the period of registration.

Registration lasts for 3 years from the date an application is approved.

Application notes

Note 1 - Charges for landlord registration

The registration fee is broken down into a principal fee and a property fee. Some exemptions and discounts are applied, depending on your circumstances. The system will automatically detect which local authorities you will need to pay by the rental property postcode and calculate the correct fees for you.

Principal fee

If you are a landlord or agent, you will be charged a principal fee of £65 for each local authority. In the following cases a discount is applied to the principal fee:

Type of Application	Discount
An online application which includes more than 1 local authority	A 50% discount is applied to the principal fee for all online applications, by each local authority
If any of the properties in an application in The same local authority has a HMO licence	A 100% discount of the principal fee is applied
Where a valid registration or application already exists, and you then apply online to another local authority	A 50% discount is applied to the principal fee on any online applications to other local authorities and also on all future renewals
Where there are joint owners for a property Only the first owner pays the principal fee	A 100% discount on the principal fee is applied to any additional joint owner applications for that property
On an application submitted by a registered Scottish charity	A 100% discount is applied to the principal fee

Property fee

You will be charged a property fee of £15 for each property you register, unless the following discounts are applicable:

Type of application	Discount
If a property has a current valid HMO licence	A 100% discount is applied to the property fee
If there is more than one owner, and another Joint owner has already been charged or paid the Property fee	A 100% discount is applied to the property fee for all subsequent owner applications

Application notes

Note 1 - Charges for landlord registration

(continued) Other fees

Agent fee

If an agent manages your property for you and they aren't registered, you will be charged £65. If your application includes more than one local authority, and the unregistered agent manages properties in more than one local authority, the fee for each local authority will be reduced to £32.50.

Late application fee

If you are an unregistered landlord, and you fail to register after receiving two requests from the local authority to apply, you'll be charged a late application fee of £130.

Every 3 years you must renew your landlord registration. Using the email address that you provided in the application process, we will email you a reminder 3 months and 1 month before it is due to expire. If you have not provided an email address reminders will be issued using other contact details you have provided. It is important that you keep your contact details up to date at all times.

If you don't renew your registration before the expiry date you will be charged a late application fee of £130 (no discount applies)

Application notes

Note 3 - Relevant criminal convictions

We need to know about any relevant spent or unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are "protected" convictions, or any court or tribunal judgements for:

Please provide details of any convictions and court judgements for offences involving:

- fraud or dishonesty
- violence
- drugs
- discrimination
- firearms
- sexual offences within the meaning of section 210A of the Criminal Procedure (Scotland) Act 1995
- housing law

Please provide details of any relevant court or tribunal decisions which fall under the following legislation:

- housing law
- landlord and tenant law
- discrimination legislation, for example:
- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Equality Act 2010
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Antisocial behaviour

If you are not sure whether the conviction or judgement is relevant, add it and we will ignore any which aren't relevant to your application.

If you are unsure whether you need to declare a conviction or court or tribunal judgement found against you, please contact Renfrewshire Council for advice.